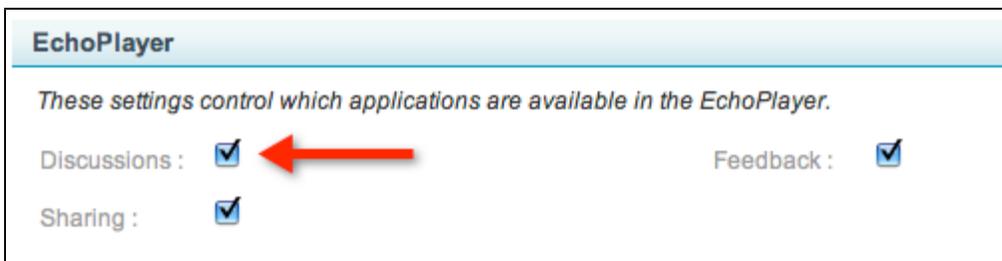


- a. Navigate to **Schedule > Courses**.
  - b. Click on the course link.
  - c. Click on the section link. The section details page appears.
2. Click **Edit**.
  3. Find the EchoPlayer settings group, shown in the figure below.
  4. Check or uncheck the box for **Discussions**.



5. Click **Save**.

## Personal Capture

In this section:

- [Overview](#)
- [High-Level Procedure - Install and Enable Personal Capture](#)

### Overview

Personal Capture (formerly called "EchoCapture Personal" or "PCAP"), is a stand-alone application that runs on Windows and Mac laptops, tablets, and desktop computers. It is designed primarily for Academic Staff users. Academic Staff can use it to record audio, local screen and webcam video for all podcast and EchoPlayer products, then publish the recordings to a specific section.

### High-Level Procedure - Install and Enable Personal Capture

An Academic Staff user and System Administrator should work together to install and enable Personal Capture. Some phases can only be done by a System Administrator. Others can be done by either the System Administrator or the Academic Staff user, as shown in the following table.

Phase	Who can perform
Verify that the target computer supports Personal Capture. See <a href="#">Recommended Hardware and Software</a> .	Academic Staff user and/or System Administrator
<a href="#">Verify that the web camera</a> is supported.	Academic Staff user and/or System Administrator
<a href="#">Install</a> Personal Capture on the computer (laptop, tablet or desktop).	Academic Staff user and/or System Administrator
<a href="#">Configure</a> Personal Capture.	Academic Staff user and/or System Administrator

<a href="#">Establish a user account</a> for the Academic Staff user.	System Administrator
<a href="#">Assign the Academic Staff user</a> to sections.	System Administrator
<a href="#">License</a> the Academic Staff user for Personal Capture.	System Administrator
Learn how to <a href="#">make</a> and <a href="#">post-process</a> recordings	Academic Staff user AND System Administrators

System Administrators should review [Personal Capture for System Administrators](#) for further details.

Academic Staff users should review [Personal Capture for Academic Staff](#) for further details.

## Personal Capture for System Administrators

In this section:

- [Capture Options](#)
- [Package Options](#)
- [Operating Systems](#)
- [Recommended Hardware and Software](#)
- [Deployment Considerations](#)
- [Software Updates](#)
- [Managing Personal Capture](#)

### Capture Options

Personal Capture has three capture options:

- Audio. Internal, 1/8" input or USB microphone
- Local screen. Screen displays with 4:3 aspect ratio provide the highest quality capture.
- Web camera (webcam) video capture (internal and USB webcams). FireWire webcams are supported on a limited basis for the initial release of Personal Capture. You receive additional FireWire webcam support with Personal Capture updates.

 DV cameras, video capture cards and VGA capture cards are not supported.

### Package Options

Personal Capture has these packaging options producing viewable media for students:

- Podcast - MP3 audio
- Vodcast - M4V audio and motion display
- Audio Rich Media - Flash-based audio and display (browser)
- EchoPlayer - Flash-based audio, video and display (browser)

### Operating Systems

See supported technologies for [existing customers](#) or [new customers](#).

### Recommended Hardware and Software

The table below provides hardware and software recommendations for the use of Personal Capture. We

recommend that you use these because our tests showed them to be fully functional. You may certainly use other devices, which may or may not be fully functional.

Intel Atom-based netbook computers are not currently powerful enough for Windows Media encoding. Personal Capture for Windows is not supported on netbook computers.

OS	Hardware for audio and display capture	Hardware for audio, display, and webcam video capture	Software
Windows. See <a href="#">Supported Technologies</a> .	<ul style="list-style-type: none"> <li>• Single Core 2.0 GHz processor</li> <li>• 2 GB RAM</li> <li>• 10/100 network interface</li> <li>• 20 GB free hard disk space</li> <li>• Internal audio device or USB port for audio capture</li> <li>• Color quality: Highest (32 bit)</li> </ul>	<ul style="list-style-type: none"> <li>• Dual Core 1.8 GHz processor</li> <li>• 2 GB RAM</li> <li>• 10/100 network interface</li> <li>• 20 GB free hard disk space</li> <li>• Internal audio device or USB port for audio capture</li> <li>• Color quality: Highest (32 bit)</li> </ul>	<p>Windows 7.</p> <div style="border: 2px solid yellow; padding: 10px; background-color: #ffffcc;"> <p> <b>.NET and Windows Media Encoder Installation</b></p> <p>.NET and Windows Media Encoder are installed by the Personal Capture installer.</p> </div>
Macintosh. See <a href="#">Supported Technologies</a> .	<ul style="list-style-type: none"> <li>• Intel Single Core 1.8 GHz processor</li> <li>• 2 GB RAM</li> <li>• 10/100 network interface</li> <li>• 20 GB free hard disk space</li> <li>• Internal audio device or USB port for audio capture</li> <li>• Color quality: millions</li> </ul>	<ul style="list-style-type: none"> <li>• Intel Dual Core 1.8 GHz processor</li> <li>• 2 GB RAM</li> <li>• 10/100 network interface</li> <li>• 20 GB free hard disk space</li> <li>• Internal audio device or USB port for audio capture</li> <li>• Color quality: millions</li> </ul>	QuickTime 7.5.5 or later (installed with OS X)

Personal Capture has been tested on the web cameras listed in [Supported Web Cameras](#). Echo360 recommends standardizing on these web cameras as much as possible.

## Deployment Considerations

### Networking

Personal Capture runs on the Windows or Mac platform and as such depends on the operating system network support. It must be able to resolve the hostname of the EchoSystem Server (ESS).

### Automated Installation and Imaging

Personal Capture for Windows is only provided as an EXE at this time. This may be deployed in an automated installation, but also requires installation of Microsoft .NET Framework 2.0 and Windows Media Encoder 9 Series with the image.

Personal Capture for Mac OS X is only provided as a DMG at this time. The application can be bundled as a PKG for automated installations.

### Licensing

Personal Capture is licensed on a per user basis.

### Software Updates

Software updates are managed by the ESS. The Personal Capture application checks for software updates every time it is opened (provided a network connection is available). If a newer version is found, click one of the following: **OK** to download and install the update, **Cancel** to defer update for another time (Windows), **Install** to download and install the update, or **Not right now** to defer update for another time (Mac). After the update has been installed, the application is restarted and ready for use.

## Managing Personal Capture

The Personal Capture application is managed differently than the other capture devices. The most notable differences are:

- Personal Capture is not registered with the ESS as a device.
- Personal Capture licenses are applied to academic staff rather than rooms.
- Personal Capture recordings and uploads are initiated by the academic staff user rather than automatically through a schedule.

## Supported Web Cameras

In this section:

- [Overview](#)
- [Tested Webcams](#)

### Overview

Personal Capture (previously called EchoCapture Personal or PCAP) uses Windows Media Encoder (WME) to recognize integrated web cameras (webcams) on laptops. WME does not recognize some webcams. When this happens, Personal Capture does not function.

**✔ Best Practice: Use a Tested Webcam**

Use one of the [tested webcams](#) listed below. You can be sure that they work with Personal Capture.

Echo360 continues to add support for additional webcams. You can attempt to use a webcam not listed. It may work, even if it has not been tested. If the webcam fails, please enter a support request.

**✔ Best Practice: Use Current Drivers and the "Driver Only" Installation Method**

To ensure the best possible captures and interoperability with WME, always use the most current drivers for your webcam. You can find these drivers on the website of your PC or laptop manufacturer. You can also have the operating system of your computer search for current drivers.

In most cases, webcam vendors allow for a "driver-only" installation of the camera software. We recommend using this installation method if possible. Sometimes, the software included with the webcam can interfere with the Personal Capture connection to the webcam. In some cases, the "driver-only" method is the only supported method.

Ensure that there are no other software applications accessing the webcam while Personal Capture is running.

## Tested Webcams

### Windows

Most webcams with Windows XP/Vista driver support work with Personal Capture. Echo360 has tested the following webcams:

Vendor	Model	Notes
Logitech	Quickcam Orbit AF	–
Logitech	Quickcam Pro 9000	–
Logitech	Quickcam Pro for Notebooks	–
Logitech	Quickcam Pro 5000	–
Logitech	Quickcam Pro 3000	–
Logitech	Quickcam Pro 4000	Does not work on Dell OptiPlex or Toshiba DynaBook Satellite systems
Microsoft	LifeCam VX-7000	Driver-only installation only
Winbook	WB-6120 WebCam	–

HP	HP integrated camera	HP Mediasmart Webcam Software
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**Macintosh**

Vendor	Model	Notes
Apple	Built-In iSight Camera (MacBook and MacBook Pro)	Verified to work with MacBook and MacBook Pro. May work with iMac but has not been tested.
Logitech	QuickCam Vision Pro	USB camera
Blue	Eyeball Camera	USB camera

**Install Personal Capture**

In this section:

- [Overview](#)
- [Download the Installer](#)
- [Windows](#)
- [Macintosh](#)

**Overview**

To install EchoSystem Personal Capture, follow these phases:

1. Download the correct installer for your operating system
2. Launch the installer

**Download the Installer**

Download the Personal Capture (previously called EchoCapture Personal or PCAP) installer from the EchoSystem Server (ESS) web interface.

1. Log in to the ESS.
2. Navigate to the **Downloads** tab. The Software Installer Downloads page appears as shown in the figure below.
3. Download the installer by clicking the appropriate platform link.
  - The Windows link is for both Windows XP and Windows 7
  - The installer must be run locally
  - Save the file to the target computer

Software Installer Downloads		1 - 7 of 7
Description	File	
Installer for EchoSystem Capture Software (Windows)	<a href="#">EchoSystemCaptureSoftwareForWindows_4.0.25487.exe</a>	
Installer for EchoSystem Processor (Windows)	<a href="#">EchoSystemProcessorForWindows_4.0.25487.exe</a>	
Installer for EchoSystem Processor (Mac OS X)	<a href="#">EchoSystemProcessorForMac_4.0.25487.zip</a>	
Installer for EchoSystem Processor (Linux 64) [launch from console with sudo]	<a href="#">EchoSystemProcessorForLinux64_4.0.25487.bin</a>	
Installer for EchoSystem Processor (Linux 32) [launch from console with sudo]	<a href="#">EchoSystemProcessorForLinux32_4.0.25487.bin</a>	
Installer for EchoSystem Personal Capture (Mac OS X) ←	<a href="#">EchoSystemPersonalCaptureForMac_4.0.25276.jar</a>	
Installer for EchoSystem Personal Capture (Windows 32) ←	<a href="#">EchoSystemPersonalCaptureForWindows32_4.0.25270.exe</a>	

## Windows

### Install on Windows

1. Double-click the saved installer file. The installation file uncompresses and runs automatically. The installation file name is EchoSystemPersonalCaptureFor Windows32\_(version).exe.
2. The installer detects if Microsoft .NET Framework 2.0 Service Pack 2 and Windows Media Encoder 9 Series are installed on the machine. These applications are required for Personal Capture to function. If they were detected as installed, you proceed directly to Personal Capture installation (step 4). Click **Next** to continue.
3. Microsoft .NET Framework 2.0 Service Pack 2 (plus related components) and Windows Media Encoder 9 Series are downloaded from the Microsoft website and installed. You may also need to restart the computer during this step.
4. Once third-party software installation is complete, program information appears. Read through and click **Next** to continue.
5. You are asked to confirm where setup should install files for the application. This is set to C:\Program Files\EchoCapture Personal by default, but can be changed to another hard drive and/or directory if required. Click **Next**.
6. Select the location where you would like to create a new program shortcut. This is added to the Program Folder as EchoCapture Personal by default. Desktop and Quick Launch Toolbar shortcuts are also installed at this time. Click **Next**.
7. The application is installed. Once complete, click **Finish** to run the application.

### Uninstall from Windows

To remove Personal Capture from your computer:

1. Go to **Start > Programs > All Programs > EchoCapture Personal**.
2. Click the **Uninstall EchoCapture Personal** icon.

## Macintosh

### Install on Mac OS X

1. Double-click the saved installer file. The installation disk image (.dmg) is uncompressed and mounted automatically. The installation file name is EchoSystemPersonalCaptureFor Mac\_(version).jar.
2. Drag the Echo360 Personal Capture icon onto the Applications folder icon shortcut. Personal Capture is installed to the Applications folder.
3. Optional: Open the Applications folder and drag the Echo360 Personal Capture icon onto the Dock to create

a shortcut.

### **Uninstall from Mac OS X**

To remove Personal Capture, delete it from the Applications folder.

## **Configure Personal Capture**

In this section:

- [Configure Personal Capture](#)
- [Select the Recording Devices](#)
- [Configure the Recording Devices](#)

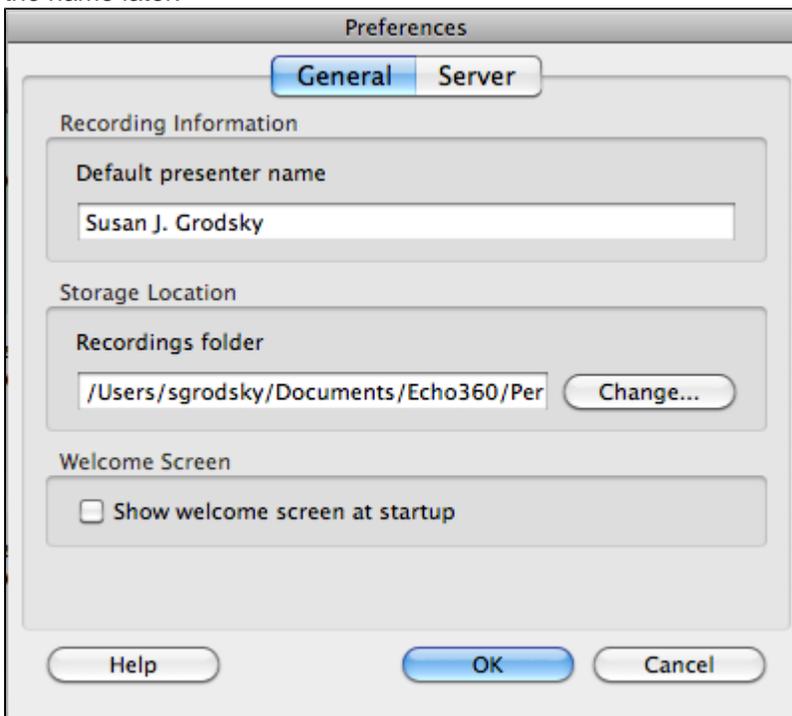
### **Configure Personal Capture**

Configure Personal Capture (previously called EchoCapture Personal or PCAP) the first time you run the application.

Navigate to the appropriate menu, either **Tools > Options...** (Windows) or **Echo360 Personal Capture > Preferences...** (Mac).

#### **Set General Configuration**

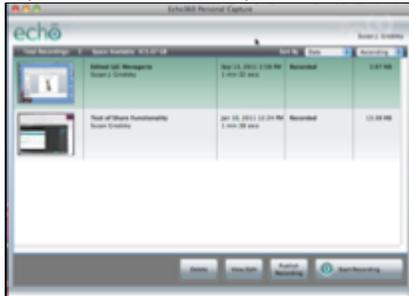
1. Select **General**.
2. Enter the Default presenter name. This name will be attached to recordings by default, but you can customize the name later.



3. Enter the Recordings folder. Recordings will be stored in this folder. The default locations are:
  - Windows: C:\Documents & Settings\\Local Settings\Application Data\Echo360\Personal Capture\Recordings
  - Mac: /Users/<user>/Documents/Echo360/Personal Capture/Recordings/
  - To change the storage location, click **Browse...** (or **Change...**) and navigate to the desired directory.
4. Check or clear the **Show welcome screen at startup** box.
  - If you check the box, you see the **Welcome Screen** at startup:



- If you clear the box, you see the **My Recordings** screen at startup:

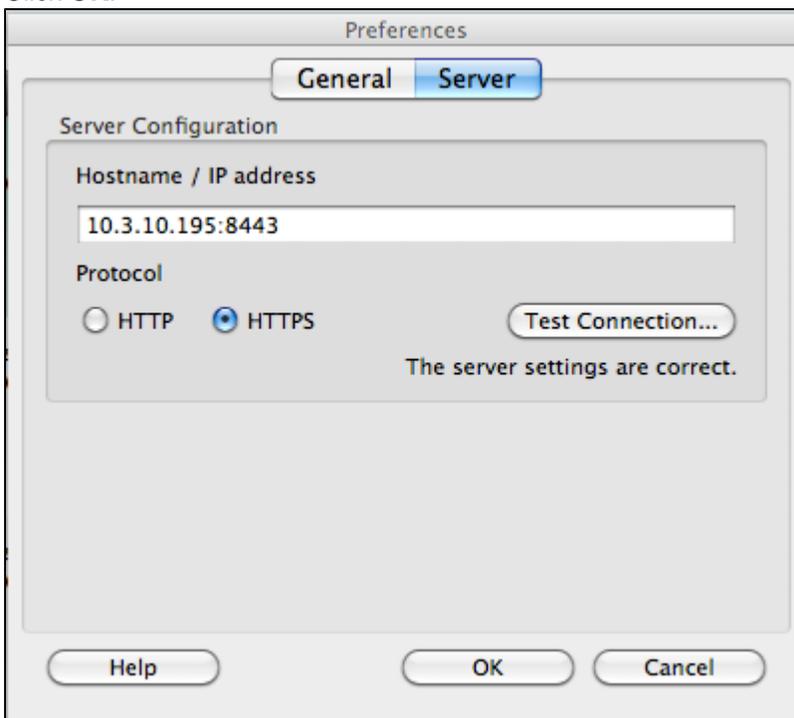


### Set Server Configuration

**⚠ Consult Your System Administrator**

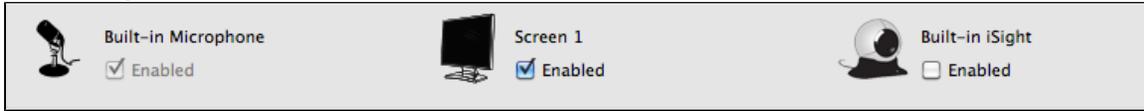
Your System Administrator should provide the information needed for this section.

1. Click **Server**.
2. Enter the **Hostname / IP Address** of the EchoSystem Server (ESS).
3. Select the connection protocol (HTTP or HTTPS).
4. Click **Test connection**. If you do not see **The server settings are correct**, contact your System Administrator.
5. Click **OK**.



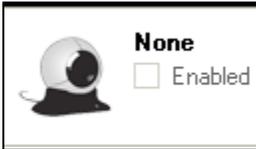
## Select the Recording Devices

1. Navigate to either the **Welcome Screen** or the **My Recordings** screen.
2. Click **Start Recording**.
3. Check the **Enabled** box for the devices you want to use. Although the audio device check box is grayed, it is selected by default. Your voice will be recorded.



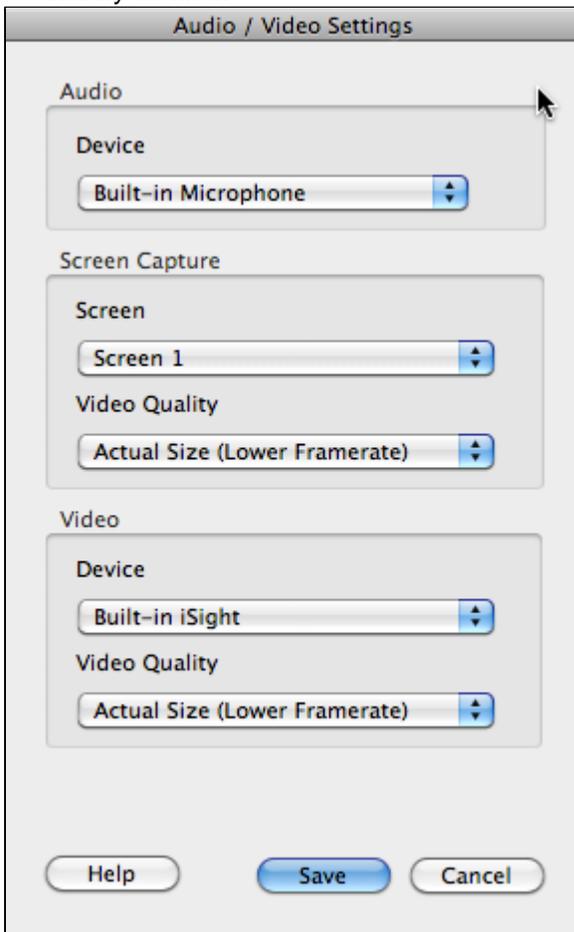
## Configure the Recording Devices

A recording device may be grayed out (indicating that it is not available) or you may want to change the capture source.



Follow these steps.

1. Click **Configure**.
2. You should see a list of devices that are plugged in and activated, such as a microphone, webcam, or secondary monitor.



3. Configure the audio, screen, and video devices as desired.
4. When selecting video quality:

- Select **Actual Size (Lower Framerate)** to optimize for on-screen (PowerPoint) presentations and web browsing
- Select **Smaller Size (Higher Framerate)** to optimize for webcam and video recording.

5. Click **Save**.

## Manage the EchoCenter

In this section:

- [Overview](#)
- [Enable EchoCenter Pages in the ESS](#)
- [Enable EchoCenter Pages in Other Publishers](#)
- [Train Academic Staff to Use the EchoCenter Page](#)

### Overview

#### What is EchoCenter?

EchoCenter is an alternative to publishing individual links of Echoes and supplemental materials. Although this method ("individual link publishing") is still supported, you can also create an EchoCenter page (a course list page) for each section:

- This web-based page is a convenient, intuitive dashboard.
- All materials (Echoes, media imports, and Personal Capture recordings) are grouped together by date and lecture. This organization matches the syllabus and the mental model of students and Instructors.
- Every section has its own EchoCenter page.
- If you use RSS feeds with integrations, consider using an EchoCenter page instead. It provides a much better interface for students and instructors. You should still use RSS feeds for podcasting and iTunes U.

You can use any of three methods to enable EchoCenter pages:

- **ESS method.** Configure the EchoCenter functionality within the EchoSystem Server (ESS). See [Enable EchoCenter Pages in the ESS](#).
- **Integrated publishers method.** You may already publish individual links and supplemental materials to Blackboard or Moodle ("individual link publishing"). You can publish EchoCenter pages to Blackboard and Moodle also ("EchoCenter publishing"). In EchoCenter publishing, the EchoCenter page appears on the Blackboard or Moodle page for the section. See:
  - [Blackboard Learning Management System Enterprise 9.1 - EchoCenter Publishing](#)
  - [Moodle - EchoCenter Publishing](#)
- **Other publishers method.** If you already publish to another learning management or course management system (such as Angel), you can still embed EchoCenter page URLs in that LMS. See [Enable EchoCenter Pages in Other Publishers](#).

### Standard and Collaboration Service Versions

You can deploy either the standard or Collaboration Service versions of EchoCenter pages. The Collaboration Service version:

- Offers different views to students and Instructors
- Supports discussions in the EchoPlayer and EchoCenter page
- Supports bookmarks in the EchoPlayer
- Supports charts and student usage data in the EchoCenter page